

House Study Bill 2 - Introduced

HOUSE RESOLUTION NO. _____

BY (PROPOSED COMMITTEE ON ADMINISTRATION AND RULES
RESOLUTION BY CHAIRPERSON SCHULTE)

1 A Resolution relating to permanent rules of the House
2 for the eighty-fourth general assembly.

3 BE IT RESOLVED BY THE HOUSE OF REPRESENTATIVES, That
4 the permanent rules of the House for the ~~eighty-third~~
5 eighty-fourth general assembly be as follows:

6 DIVISION I — GENERAL RULES

7 Rule 1

8 Call to Order and Order of Business

9 The speaker shall take the chair at the hour to
10 which the house has adjourned, and shall immediately
11 call the house to order, correct the journal of the
12 previous day's proceedings, and proceed to other
13 business, including, but not limited to, introduction
14 of bills, reports, messages, communications, business
15 pending at adjournment, announcements, resolutions
16 and bills on their passage, and points of personal
17 privilege.

18 Rule 2

19 Quorum Call and Time of Convening

20 The house shall convene each Monday at 1:00 p.m. and
21 at ~~9:00~~ 8:30 a.m. on all other legislative days, unless
22 otherwise ordered. The time of convening shall be
23 recorded in the journal. The house shall not convene
24 on Sunday during a regular or special session.

25 The speaker or a member may request a roll call to
26 determine if a quorum is present.

27 Rule 3

1 Absences from the House

2 No member shall be absent without leave while the
3 house is in session unless excused for good cause.

4 Rule 4

5 Preservation of Order

6 The speaker shall preserve order and decorum and
7 speak to points of order. Subject to an appeal to the
8 house by any member, the speaker shall decide questions
9 of order which shall not be debated.

10 The speaker may have the chamber of the house
11 cleared in case of any disturbance or disorderly
12 conduct.

13 Only past legislators, state officials, persons
14 whose presence is deemed by the speaker to be of
15 special significance to the house, and school classes
16 accompanied by teachers and seated in the galleries
17 shall be introduced in the house.

18 No person other than a member of the house shall be
19 allowed to speak from the floor of the house without
20 prior permission of the speaker.

21 The public may take photographs from the galleries
22 at any time. However, the use of flash bulbs or any
23 other artificial lighting is prohibited.

24 Members of the press may photograph from the press
25 box, but shall not use artificial lighting without
26 prior permission from the chief clerk of the house.
27 Photographs shall not be taken on the house floor when
28 the members are voting on a question put before the
29 house. Photographs of the voting boards shall not be
30 taken while a nonrecord roll call vote is displayed.

1 Photographs may be taken on the house floor at other
2 times with the consent of the subject or subjects of
3 the photography.

4 Rule 4A

5 Use of Telephonic or Electronic Devices in Chamber
6 Restricted

7 1. A person present in the house chamber while the
8 house is in order shall mute any cell phone, computer,
9 or other electronic device under the person's control.
10 The speaker may remove from the chamber any person
11 acting in violation of this rule.

12 2. A member shall not use a cell phone or other
13 electronic device to audibly transmit or receive
14 communications while recognized by the presiding
15 officer to speak in debate.

16 Rule 5

17 Rules of Parliamentary Practice

18 The rules of parliamentary practice in Mason's
19 Manual of Legislative Procedure shall govern the house
20 in all cases where they are not inconsistent with the
21 standing rules of the house, joint rules of the house
22 and senate, or customary practice of the house.

23 Rule 5A

24 House Budget

25 The speaker of the house shall annually prepare a
26 proposed budget for the house of representatives for
27 the payment of expenses, salaries, per diems, and other
28 items. The proposed budget shall be submitted on the
29 fourteenth day of each legislative session to the house
30 administration and rules committee, which shall approve

1 a proposed budget in house resolution form. The house
2 shall adopt a budget prior to adjournment.

3 Rule 6

4 The Speaker Pro Tempore

5 The house shall, at its pleasure, elect a speaker
6 pro tempore. When the speaker shall for any cause be
7 absent, the speaker pro tempore shall preside, except
8 when the chair is filled by appointment by either the
9 speaker or the speaker pro tempore. If a vacancy
10 occurs in the office of speaker, the speaker pro
11 tempore shall assume the duties and responsibilities of
12 the speaker until such time as the house shall elect a
13 new speaker. The speaker or the speaker pro tempore
14 shall have the right to name any member to perform the
15 duties of speaker, but such substitution shall not
16 extend beyond the adjournment. The acts of the speaker
17 pro tempore shall have the same validity as those of
18 the speaker. In the absence of both the speaker and
19 the speaker pro tempore, the house shall name a speaker
20 who shall preside over it and perform all the duties of
21 the speaker with the exception of signing bills, until
22 such time as the speaker or speaker pro tempore shall
23 be present, and the person's acts shall have the same
24 force and validity as those of the regularly elected
25 speaker.

26 Rule 7

27 Amendment of Rules

28 A motion to change or rescind a standing rule or
29 order of the house requires one day's notice.

30 Rule 8

1 Violation of House Rules

2 The speaker shall, or any member may, call to order
3 a member who violates the rules of the house. With
4 leave of the house, the member called to order may be
5 permitted to explain. If the case requires it, the
6 member shall be subject to censure of the house.

7 Rule 9

8 Referral of Rule Violations

9 The speaker shall, upon complaint of a member,
10 or upon the speaker's own motion, refer any alleged
11 violation of house or joint rules by house members,
12 employees or staff to the house ethics committee upon
13 an initial finding that an investigation is warranted.

14 The ethics committee shall investigate such
15 allegations and report them back to the house with a
16 recommendation.

17 Rule 10

18 Recognition and Decorum in Debate

19 A member who wishes to speak in debate shall be
20 appropriately attired, with male members wearing coat
21 or tie. After recognition by the chair, a member
22 shall respectfully address the presiding officer
23 by saying "Mr. or Madam Speaker". A member shall
24 confine all remarks to the question under debate,
25 shall be respectful of other members, and shall avoid
26 referencing or questioning the motives of another
27 member.

28 Rule 11

29 Limit on Debate

30 No member shall speak more than once on the same

1 question without leave of the speaker, nor more than
2 twice until every member choosing to speak has spoken,
3 except as provided in Rule 81. A member shall be
4 limited to ten minutes debate on bills, resolutions,
5 and amendments, but may be granted an extension of time
6 by consent of the house. However, the floor manager
7 of a bill or resolution and the lead sponsor of an
8 amendment may exceed the ten-minute limit on opening
9 and closing remarks.

10 Rule 12

11 Decorum During Debate

12 No member shall leave the house while the speaker
13 is putting a question. No one shall pass between the
14 speaker and a member who is speaking or two members who
15 have been recognized by the speaker.

16 Rule 13

17 Stating the Question

18 When a motion is made, it shall be stated by the
19 speaker. A motion made in writing shall be passed to
20 the speaker's station before it is debated.

21 Rule 14

22 Putting the Question

23 Questions shall be distinctly put in this form:
24 "All those in favor of (the question) shall say 'aye';"
25 and after the affirmative voice is expressed, "All
26 those opposed to (the question) shall say 'no'." If
27 the speaker is in doubt or a member of the house
28 requests, a nonrecord roll call vote shall be taken.

29 DIVISION II — EMPLOYEES OF THE HOUSE

30 Rule 15

1 Chief Clerk of the House

2 The chief clerk of the house shall serve as
3 parliamentarian and chief administrative officer of the
4 house under the direction of the speaker of the house.
5 The chief clerk shall supervise the chief clerk's
6 office; be responsible for the custody and safekeeping
7 of all bills, resolutions, and amendments filed,
8 except when they are in the custody of a committee;
9 have charge of the daily journal; have control of all
10 rooms assigned for the use of the house; attest to the
11 accuracy and correctness of text and action on bills
12 and resolutions; process the handling of amendments
13 when filed and during the floor consideration of bills;
14 insert adopted amendments into bills before transmittal
15 to the senate and prior to final enrollment; supervise
16 legislative printing and the distribution of printed
17 material; and perform all other duties pertaining to
18 the office of the chief clerk.

19 Rule 16

20 Legislative and Session Days

21 For purposes of these rules, a legislative day is a
22 day when the house is called to order. A legislative
23 day that runs past midnight is not considered a new
24 legislative day. A session day is any calendar day
25 beginning with the convening of the annual regular
26 session and ending with adjournment sine die.

27 Rule 17

28 Sergeant-At-Arms

29 The sergeant-at-arms shall execute all orders
30 of the house and the presiding officer; perform all

1 assigned duties related to the policing and good order
2 of the house; supervise the entrance and exit of all
3 persons to and from the chamber; promptly execute all
4 messages, etc.; provide that the chamber is properly
5 ventilated and open for the use of the members; and
6 perform all other services pertaining to the office of
7 sergeant-at-arms.

8 Rule 18

9 Secretaries

10 Each member may hire a secretary for the legislative
11 session who shall be under the general direction of the
12 member and the chief clerk. Secretaries shall be on
13 duty at the house from 8:00 a.m. to 4:30 p.m. Monday
14 through Thursday and on other legislative days when
15 required by the chief clerk, except when excused by the
16 member for whom the secretary works. Secretaries shall
17 perform such duties as may be assigned to them by the
18 member or the chief clerk.

19 Rule 19

20 Extra Compensation of Employees

21 No employee shall receive any extra compensation,
22 except as provided by the house, or tips for services
23 performed while on duty. Any violation of this rule
24 shall be grounds for removal.

25 DIVISION III — VISITORS AND LOBBYISTS

26 Rule 20

27 Admission to the House; Lobbying

28 The chamber of the house shall include the
29 vestibule, restrooms, bill room, lounge, visitors'
30 galleries, and floor of the house.

1 The floor of the house shall consist of the
2 area between the north and south walls, including
3 the representatives' desks, the press box, and the
4 speaker's station, but excluding the visitors'
5 galleries.

6 During a legislative day while the house is in
7 order, no member of the general assembly or legislative
8 employee or intern shall be admitted to the floor of
9 the house if attired in jeans of any color without
10 leave of the speaker.

11 During a legislative day while the house is in
12 order, and one-half hour before the house convenes and
13 one-half hour after the house recesses or adjourns,
14 no person shall be admitted to the floor of the house
15 except:

16 1. Members of the general assembly and authorized
17 legislative employees in the performance of their
18 duties.

19 2. Former members of the general assembly who are
20 not registered lobbyists.

21 3. A general assembly member's family.

22 4. Representatives of the press, radio, and
23 television who shall go directly to and from the press
24 box.

25 5. Legislative interns registered with the chief
26 clerk who shall go directly to and from the seat of
27 their assigned representative or to be seated in the
28 perimeter seating area.

29 6. Designated representatives of a political party
30 having members serving in the house.

1 7. Members of the state executive council, the
2 lieutenant governor, the attorney general, the
3 governor's executive assistants and administrative
4 assistants, and the administrative rules coordinator,
5 all of whom shall be confined to the perimeter area.

6 The current status of former members of the general
7 assembly shall govern their access to the floor under
8 these rules.

9 No other persons shall be allowed on the house floor
10 while the house is in order without permission of the
11 presiding officer of the house. When the house is not
12 in order, guests of a member of the general assembly
13 escorted by that member shall be allowed on the house
14 floor.

15 No person admitted to the floor of the house while
16 the house is in order, except members of the general
17 assembly, shall lobby or attempt to exercise any
18 influence with any member for or against any matter
19 then pending or that may thereafter be considered by
20 the house.

21 A registered lobbyist shall not be admitted to
22 the floor of the house on any legislative day except
23 for ceremonial purposes or for attendance at public
24 hearings.

25 A lobbyist who represents the position of a state
26 government agency, in which the person serves or is
27 employed as the designated representative for purposes
28 of encouraging the passage or defeat of legislation,
29 shall file with the chief clerk of the house a
30 statement of the general subjects of legislation in

1 which the lobbyist is or may be interested, but shall
2 not lobby for or against a bill, resolution, or study
3 bill unless the lobbyist does so with the written
4 authorization and on behalf of a statewide elected or
5 retained official. The written authorization shall be
6 filed with the chief clerk by the following statewide
7 elected or retained official for the following offices,
8 departments, agencies, and branch:

9 By the attorney general, auditor of state, secretary
10 of state, and treasurer of state, for their respective
11 offices.

12 By the secretary of agriculture, for the department
13 of agriculture and land stewardship.

14 By the governor, for all other executive branch
15 offices and departments.

16 By the chief justice of the supreme court, for the
17 judicial branch.

18 Each member, employee of the house, and registered
19 lobbyist shall report violations of this rule
20 immediately to the sergeant-at-arms.

21 Any person for cause may be summarily dismissed
22 from the chamber of the house, by action of the house,
23 and may forfeit that person's right to admission
24 thereafter.

25 Rule 20A

26 Legislative Interns

27 A member may appoint one or more interns who shall
28 register with the chief clerk. Only one legislative
29 intern per member of the house is allowed on the floor
30 of the house at any one time.

1 Rule 21

2 Distribution of Literature

3 No person except a member or employee of the house
4 of representatives shall generally distribute or cause
5 to be distributed any pamphlets, material, or other
6 printed literature, or any other items to the members'
7 desks in the house. An employee of the house shall
8 generally distribute or cause to be distributed such
9 literature or items only on behalf of the employee's
10 office or staff. Items which are permissible gifts
11 under chapter 68B of the Code may be distributed to
12 the members' desks with the authorization of the chief
13 clerk.

14 All copies of pamphlets, material, or printed
15 literature distributed by a member or employee of the
16 house of representatives shall bear the name of the
17 member or employee's office or staff.

18 Other distributions of pamphlets, material, or other
19 printed literature shall bear their source of origin
20 and be distributed through the legislative post office
21 by completing a form containing a member's or the chief
22 clerk's authorization, with the authorization form
23 attached to one copy of the distribution. The copy
24 with the attached authorization form shall be retained
25 for a reasonable time period by the legislative post
26 office.

27 Rule 22

28 Distribution of Materials Printed by the State

29 A member of the house shall not distribute maps,
30 books, and pamphlets which have been printed by the

1 state of Iowa and upon which the name of the member
2 of the house has been affixed unless the member has
3 purchased the materials or unless the member has
4 affixed the words "Paid for by the citizens of Iowa and
5 distributed by representative (member's name)."

6 DIVISION IV — FORMS AND PROCEDURES FOR BILLS AND OTHER

7 DOCUMENTS

8 Rule 23

9 Documents Signed by the Speaker

10 All acts and joint resolutions shall be signed by
11 the speaker, and all writs, warrants, and subpoenas
12 issued by order of the house, shall be signed by the
13 speaker and attested by the chief clerk. The speaker
14 shall cause certificates of recognition or condolence
15 to be issued by the house which shall be signed by
16 the speaker and the chief clerk. The chief clerk
17 shall maintain a list of certificates issued including
18 the name of the requesting member of the house, the
19 name of the recipient, the reason for recognition or
20 condolence, and the date of issuance.

21 Rule 24

22 Presentation of Petitions

23 All petitions, memorials, and other papers addressed
24 to the house shall be signed by the member and filed
25 with the chief clerk. The receipt of petitions shall
26 be noted in the journal and such petitions shall be
27 available in the office of the chief clerk.

28 Rule 25

29 Consideration of Simple and Concurrent Resolutions

30 Action on a simple or concurrent resolution, except

1 a memorial resolution, shall not be taken until one day
2 after the resolution has been placed on the members'
3 desks. After the resolution is adopted, the chief
4 clerk shall have the resolution printed in the compiled
5 journal and shall transmit certified copies of the
6 resolution as directed.

7 Rule 26

8 Unanimous Consent Calendar

9 The speaker may, upon the request of three members,
10 place on a unanimous consent calendar any house
11 resolution or concurrent resolution which does not
12 contain an appropriation and which has been laid over
13 under Rule 25.

14 If such resolution is placed on the unanimous
15 consent calendar, it may be removed only upon a written
16 request submitted to the speaker by a member of the
17 house.

18 If not removed after five legislative days, the
19 chief clerk shall call up the resolution and without
20 debate the speaker shall pronounce that it has passed
21 by unanimous consent.

22 If the resolution is removed from the unanimous
23 consent calendar, the speaker may again lay the
24 resolution over under Rule 25, place it on a different
25 calendar, or refer the resolution to any of the
26 standing committees of the house.

27 Rule 26A

28 Senate Bills and Resolutions

29 A senate bill or resolution may be referred to a
30 standing committee or passed on file.

1 Rule 27

2 Forms of Bills and Joint Resolutions

3 Every house bill shall be introduced by one or more
4 members or by any standing or specially authorized
5 committee of the house or the administrative rules
6 review committee. All bills and joint resolutions
7 introduced shall be prepared by the legislative
8 services agency with title, enacting clause, text
9 and explanation as directed by the chief clerk of the
10 house. One copy of each bill shall be presented in a
11 bill cover with the number of copies of the bill and
12 the title as directed by the chief clerk.

13 Rule 28

14 Joint and Nullification Resolutions

15 Joint resolutions shall be framed and treated as
16 bills.

17 A "nullification resolution" is a joint resolution
18 which nullifies all of an administrative rule, or
19 a severable item of an administrative rule adopted
20 pursuant to chapter 17A of the Code. A nullification
21 resolution shall not amend an administrative rule by
22 adding language or by inserting new language in lieu
23 of existing language.

24 A nullification resolution may be introduced by an
25 individual, a standing committee or the administrative
26 rules review committee, and may be referred to a
27 standing committee. A nullification resolution is
28 debatable, but cannot be amended on the floor of the
29 house.

30 Rule 29

1 Time of Introduction of Bills

2 No bill or joint resolution under individual
3 sponsorship, other than a nullification resolution,
4 shall be read for the first time after 4:30 p.m. on
5 Friday of the ~~6th~~ 5th week of the first regular session
6 of the general assembly unless a formal request for
7 drafting the bill has been filed with the legislative
8 services agency before that time.

9 After adjournment of the first regular session,
10 bills may be prefiled at any time before the convening
11 of the second regular session. No bill or joint
12 resolution under individual sponsorship, other than a
13 nullification resolution, shall be read for the first
14 time after 4:30 p.m. on Friday of the second week of
15 the second regular session of the general assembly
16 unless a formal request for drafting the bill has been
17 filed with the legislative services agency before that
18 time.

19 However, bills or joint resolutions sponsored
20 by standing committees or the administrative rules
21 review committee, co-sponsored by the majority and
22 minority floor leaders, or companion bills sponsored
23 by the house majority leader and the senate majority
24 leader may be drafted and introduced at any time
25 permissible under Joint Rule 20. House, concurrent,
26 and nullification resolutions may be introduced at any
27 time.

28 Rule 30

29 Introduction and Reading of Bills

30 All bills and resolutions to be introduced in

1 the house shall be prepared in proper form and filed
2 with the chief clerk no later than 4:30 p.m. on the
3 legislative day preceding its introduction.

4 Every bill shall receive two readings but no bill
5 shall receive its first and last readings on the same
6 day.

7 A "reading of a bill" as required by these rules
8 shall consist of a reading of the title and enacting
9 clause.

10 Rule 31

11 First Reading, Commitment, and Amendment

12 1. A bill is introduced into the house by an
13 initial or "first reading of the bill".

14 2. When the house is in session the first reading
15 shall consist of a "reading" as provided in Rule 30.

16 3. Upon a first reading of the bill, the speaker
17 shall state that it is ready for commitment or
18 amendment; and the speaker shall commit it to the
19 standing or select committee, or to a committee of the
20 whole house. If to a committee of the whole house, the
21 house shall determine on what day.

22 4. On a nonlegislative day the speaker may cause a
23 statement, which shall consist of the title, enacting
24 clause, bill number and committee to which the bill
25 is referred, to be published in the house journal.
26 This publication shall constitute a first reading and
27 commitment and shall contain the notation "read and
28 committed under Rule 31".

29 5. All amendments offered to bills and resolutions
30 shall be accompanied by such copies as the chief clerk

1 shall direct.

2 6. Such amendments shall give the number of
3 the bill sought to amend and the chief clerk shall
4 designate each such amendment thus: Amendment to
5 House File _____, or Senate File _____, by
6 _____.

7 7. A bill reported out by committee shall go to the
8 speaker who shall direct that the bill be placed on the
9 regular calendar unless it covers subject matter more
10 properly within the jurisdiction of some other standing
11 committee, in which case the speaker shall refer the
12 bill to the proper standing committee. In order to
13 expedite important business and set a definite time for
14 the bill's consideration, the speaker may direct the
15 bill to be placed on the special order calendar.

16 8. No amendment to the rules of the house, to
17 any resolution or bill, except technical amendments
18 and amendments to bills substituted for by senate
19 files containing substantially identical title,
20 language, subject matter, purpose and intrasectional
21 arrangement, shall be considered by the membership
22 of the house without a copy of the amendment having
23 been filed with the chief clerk by 4:00 p.m. or within
24 one-half hour of adjournment, whichever is later,
25 on the day preceding floor debate on the amendment.
26 If the house adjourns prior to 2:00 p.m. on Friday,
27 the final deadline is two hours after adjournment.
28 However, committee amendments filed pursuant to the
29 submission of the committee report may be accepted
30 after this deadline. This provision shall not apply

1 to any proposal debated on the floor of the house
2 after the ~~fourteenth~~ thirteenth week of the first
3 session and the twelfth week of the second session.
4 No amendment or amendment to an amendment to a bill,
5 rule of the house, or resolution shall be considered
6 by the membership of the house without a copy of the
7 amendment being on the desks of the entire membership
8 of the house prior to consideration. However, the
9 membership of the house may consider an amendment or an
10 amendment to an amendment to a bill, rule of the house,
11 or resolution without a copy of the amendment being
12 on the desks of the entire membership of the house
13 prior to consideration if a copy of the amendment is
14 made available to the entire membership of the house
15 electronically.

16 9. An amendment to an appropriations bill
17 introduced by the appropriations committee shall not
18 be considered by the membership of the house if the
19 amendment contains only public policy proposals that
20 are not directly related to an appropriation in the
21 bill.

22 Rule 32

23 Commitment of Appropriation and Revenue Bills

24 All bills to appropriate money shall be referred to
25 the appropriations committee, and all bills pertaining
26 to the levy, assessment, or collection of taxes or fees
27 shall be referred to the committee on ways and means.

28 Rule 33

29 Regular Calendar

30 Bills, nullification resolutions, and joint

1 resolutions reported out for passage, amendment and
2 passage, or without recommendation by a committee,
3 or passed on file shall be arranged on a regular
4 calendar by the chief clerk each day and electronically
5 distributed to the members at the opening of each
6 legislative day. The regular calendar shall include
7 a list of bills, nullification resolutions, and joint
8 resolutions which have been special ordered, including
9 the date upon which debate is scheduled to begin
10 on each of them, which shall be no sooner than five
11 session days from the first date of publication on the
12 regular calendar.

13

Rule 34

14

Daily Debate Calendar

15 The majority floor leadership shall cause to
16 be prepared and distributed to the members at the
17 opening of each legislative day when floor action is
18 scheduled, a daily debate calendar consisting of bills,
19 nullification resolutions, and joint resolutions from
20 the regular calendar setting forth the number and
21 title of bills, nullification resolutions, and joint
22 resolutions for the next legislative day that floor
23 action is scheduled.

24 This rule does not apply to bills which have passed
25 both houses in different forms, reconsiderations, or
26 veto reconsiderations.

27

Rule 35

28

Substitution of Bills

29 A senate bill or resolution may be substituted
30 for an identical house bill or resolution which has

1 been called up for debate. An amendment to a senate
2 bill or resolution which has been substituted for an
3 identical house bill or resolution is out of order if
4 an identical amendment to the house bill or resolution
5 was considered.

6

Rule 36

7

Consideration of Committee Amendments

8 After a bill has been referred and reported back,
9 it shall be considered on its first reading after the
10 amendments of the committee have been read.

11

Rule 37

12

Amendments to Special Order Bills

13 All amendments to bills which have been special
14 ordered shall be filed at least three session days
15 prior to the date set for debate. Amendments to an
16 amendment shall be filed at least two session days
17 prior to the date set for debate. However, corrective
18 amendments and amendments sponsored by either the
19 majority floor leader or the minority floor leader may
20 be filed at any time. Rule 31, subsection 8, shall not
21 apply to these amendments.

22 A corrective amendment is an amendment which does
23 not substantively change the amendment or the bill.

24

Rule 38

25

Germaneness

26 An amendment must be germane to the subject matter
27 of the bill it seeks to amend. An amendment to an
28 amendment must be germane to both the amendment and the
29 bill it seeks to amend. When a member questions the
30 germaneness of an amendment, the speaker may invite

1 members, who shall include the majority and minority
2 leaders, to the speaker's station to discuss the
3 objection.

4

Rule 39

5

Consideration of Bills

6 Bills, including committee bills, joint resolutions,
7 and nullification resolutions, reported out for
8 passage, for amendment and passage, or without
9 recommendation by the committee, are first eligible to
10 be acted upon beginning the third legislative day they
11 appear on the regular calendar.

12 Committee reports shall be printed in the journal
13 immediately after they are filed with the chief clerk.
14 Reports recommending bills, joint resolutions, and
15 nullification resolutions for passage, for amendment
16 and passage, or without recommendation shall stand
17 approved unless written objections are filed during
18 the first legislative day following their printing in
19 the journal. If objections are filed, they shall be
20 disposed of as soon as possible.

21

Rule 40

22

Consideration of Bills Upon Last Reading

23 No amendment, unless by way of correcting an error
24 or omission, shall be received to any bill on its last
25 reading, and no debate shall be allowed on it.

26

Rule 41

27

Printing of Bills and Joint Resolutions

28 Bills and joint resolutions shall be printed in form
29 as provided by law and by rule. Each house may direct
30 the printing of an additional number of its own bills.

1 Legalizing bills of a local or private nature shall
2 be printed in bill form and placed in the files of the
3 members, the same as other bills, in the order of their
4 introduction. The cost of printing shall be deposited
5 with the treasurer of state in advance at a rate to be
6 fixed, and the newspaper publication of the bill shall
7 be without cost to the state. No legalizing act may
8 be introduced until all provisions of law have been
9 complied with.

10 Rule 42

11 Certification and Engrossment of Bills

12 The chief clerk shall certify the passage of each
13 bill and note the date of its passage.

14 In engrossing a bill, the chief clerk shall
15 correct all obvious typographical, spelling, or other
16 clerical errors and change section subunit numbers
17 and letters and internal references as required to
18 conform the original bill to any amendments which have
19 been adopted. The chief clerk shall report all such
20 corrections or changes in the journal. The engrossed
21 bill shall be placed in the bill file with the original
22 bill and amendments.

23 Rule 43

24 Rereferral

25 A bill may be rereferred by the speaker or, upon
26 motion, by the house at any time before its passage and
27 after the report of its referral to committee.

28 Rule 44

29 Effect of Indefinite Postponement

30 When a question is indefinitely postponed, it shall

1 not be acted upon again during that session.

2 Rule 45

3 Status of Bills Following First Regular Session

4 Except for those bills which have been adopted by
5 both houses in different forms, all bills which have
6 not been withdrawn, defeated or indefinitely postponed,
7 shall be rereferred to committee upon adjournment of
8 the first regular session. Within seven days after
9 the first committee meeting following convening of
10 the second regular session, the committee chair shall
11 submit the bill to the full committee for action or the
12 chair shall reassign the bill to a subcommittee.

13 DIVISION V — COMMITTEE PROCEDURES

14 Rule 46

15 Appointment of Committees

16 All committees shall be appointed by the speaker,
17 unless otherwise especially directed by the house.
18 Minority party members of a committee shall be
19 appointed by the speaker upon recommendation of the
20 minority leader.

21 Rule 47

22 Reserved

23 Rule 48

24 Study Bills

25 A study bill is any matter which a member of
26 the house wishes to have considered by a standing
27 committee, other than appropriations, without being
28 introduced in the house by a first reading. A
29 study bill shall be prepared in proper form by the
30 legislative services agency prior to submission.

1 Upon taking possession of a study bill, the
2 committee chair shall notify the speaker and then
3 submit four copies of the bill to the legal counsel's
4 office for numbering.

5 A study bill shall bear the name of the member who
6 wishes to have the bill considered. A study bill
7 submitted by a state agency or board for consideration
8 shall bear the name of the state agency or board. A
9 committee chair may submit a study bill in the name of
10 that committee.

11 Final committee action on a study bill shall not be
12 taken until one day following the notation of the study
13 bill assignment in the house journal.

14 Rule 49

15 Committee Meetings

16 No committee, except a conference committee or the
17 administrative rules review committee, shall meet
18 while the house is in session without special leave.
19 Committees with overlapping memberships shall not meet
20 at the same time without special leave.

21 Rule 50

22 Smoking Prohibited

23 Smoking shall not be permitted in the house or in
24 any area of the capitol building.

25 Rule 50A

26 Nondegradable Polystyrene Cups

27 The use of nondegradable polystyrene cups shall not
28 be permitted on the floor of the house.

29 Rule 51

30 Assignments to Subcommittee

1 The chair of the committee shall report to the house
2 the bill number of each bill assigned to subcommittee
3 and the names of the subcommittee members. The report
4 shall be printed in the journal.

5 All bills, prior to consideration by the committee,
6 shall be referred by the chair to a subcommittee,
7 unless acted upon by a committee of the whole.

8 The chair may assign bills to subcommittees without
9 a meeting of the committee, but the membership of the
10 subcommittee so appointed shall be reported at the next
11 meeting of the committee.

12 Rule 52

13 Open Meetings

14 Standing committee meetings shall be open, and
15 voting by secret ballot is prohibited. The committee
16 on administration and rules may close its meetings to
17 evaluate the professional competency of an individual
18 whose appointment, hiring, performance, or discharge is
19 being considered when necessary to prevent needless and
20 irreparable injury to that individual's reputation on
21 the request of the affected individual.

22 Rule 53

23 Quorum and Vote Requirements

24 The committee roll shall be taken at the convening
25 of each meeting to determine the presence of a quorum.
26 A majority of the committee membership shall constitute
27 a quorum.

28 An affirmative vote of a majority of the committee
29 membership is required to report a bill out of
30 committee or to suspend a committee rule.

1 A motion to reconsider may be made only by a
2 committee member who voted on the prevailing side of
3 the question sought to be reconsidered. A motion to
4 reconsider may only be made prior to the adjournment of
5 the committee meeting at which the bill was reported
6 out.

7 If a member, who is in the committee room when a
8 question to report a bill out of committee is put, has
9 not asked to be excused prior to commencing to take
10 the vote on the question, the member shall vote aye or
11 nay unless the committee has excused the member for
12 special reasons. However, a member may pass on the
13 first taking of the roll call on the question but shall
14 vote aye or nay when the member's name is called for a
15 second time.

16

Rule 54

17 Committee Attendance Record and Report of Committee
18 Form

19 1. A committee attendance record shall be filed
20 with the chief clerk no later than 10:00 a.m. or two
21 hours after the house convenes, whichever is later,
22 of the legislative day immediately following the day
23 of the committee meeting. The committee attendance
24 record is a public record and may be published in the
25 journal. The committee attendance record shall include
26 the following information:

- 27 a. The time the meeting convened.
28 b. The members present at the meeting.
29 c. The time the meeting adjourned.
30 d. A list of bills receiving final committee

1 disposition.

2 2. A report of committee form shall be filed with
3 the chief clerk no later than 10:00 a.m. or two hours
4 after the house convenes, whichever is later, of the
5 legislative day immediately following the day of the
6 committee meeting for each study bill, numbered bill
7 or resolution receiving final committee disposition.
8 The report of committee form is a public record and
9 a report of committee action shall be printed in the
10 journal. The report of committee form shall include
11 the following information:

12 a. The committee action taken.

13 b. The committee amendment number, if any.

14 c. The roll call vote of the committee on final
15 disposition.

16 d. The minority recommendation, if any.

17 3. Upon final adjournment of the first session
18 and final adjournment of the second session of the
19 general assembly, the chair of each committee shall
20 have placed the committee's book of record containing
21 minutes, record roll calls on final disposition, record
22 roll call votes on any amendments considered, rules,
23 etc., with the chief clerk for access of any interested
24 person.

25 Rule 55

26 Minority Recommendation

27 The minority of the members of a committee may
28 present its recommendations on the final disposition
29 of a bill to the house by attaching its recommendation
30 to the committee report. The minority recommendation

1 shall be noted in the journal along with the committee
2 report.

3 Rule 56

4 Committee Amendment

5 Whenever a committee amendment is proposed which
6 would amend another committee amendment, the amendment
7 shall be drafted in the form of a substitute amendment
8 and shall be considered as such.

9 Rule 57

10 Committee Notice and Agenda

11 Each committee shall prepare and publish a notice
12 and agenda of each committee meeting at least one
13 legislative day prior to the meeting. The notice and
14 agenda may be placed on the desks of or transmitted
15 electronically to committee members.

16 The notice shall contain the committee name, the
17 date, time, and location of the meeting.

18 The agenda shall contain the matters to be
19 discussed, including a list of bills, joint
20 resolutions, nullification resolutions, and study
21 bills by number. The agenda should contain the names
22 of individuals who are scheduled to appear before the
23 committee and the organization which they represent.

24 A bill, joint resolution, nullification resolution,
25 or study bill shall not be reported out of committee if
26 the bill was not included in the published notice and
27 agenda unless this rule is suspended by a majority of
28 the total membership of the committee.

29 A committee chair may call a meeting without
30 providing the required notice and agenda upon leave

1 of the house if a notice is either electronically
2 transmitted to committee members or placed on the desks
3 of committee members.

4 Rule 58

5 Clearing of Committee Room

6 The chair of a committee may clear the committee
7 room in case of any disturbance or disorderly conduct.

8 Rule 58A

9 Use of Telephonic or Electronic Devices in Committee
10 Rooms Restricted

11 1. In any committee room while a standing committee
12 is in session:

13 a. A person shall mute any cell phone, computer, or
14 other electronic device under the person's control.

15 b. A person shall not use a cell phone or other
16 electronic device to audibly transmit or receive
17 communications.

18 2. The chair or acting chair of a standing
19 committee may clear the committee room of any person
20 acting in violation of this rule.

21 Rule 59

22 Committee Amendments

23 All amendments to a bill or resolution adopted in
24 committee shall be incorporated in a single committee
25 amendment or incorporated in a new committee bill.

26 Rule 60

27 Withdrawal of Bills, Joint Resolutions, or

28 Nullification Resolutions From Committee

29 A bill, joint resolution, or nullification
30 resolution which has been in committee for eighteen

1 legislative days following notation of such referral
2 in the journal may be withdrawn from the committee and
3 placed on the calendar by an affirmative vote of not
4 less than fifty-one members of the house.

5 Rule 61

6 Committee Public Hearings

7 The chair of a committee may call a public hearing
8 for the purpose of receiving public comment on any
9 matter within the purview of the committee.

10 The chair shall call a public hearing upon the
11 written request of committee members according to
12 committee rules, but no more than one-third of the
13 committee members shall be required.

14 A public hearing shall not be called or requested
15 after final action on the bill, joint resolution,
16 or nullification resolution has been taken by the
17 committee. However, a public hearing called or
18 requested before final action has been taken by the
19 committee may be held after final action on the bill,
20 joint resolution, or nullification resolution has been
21 taken by the committee.

22 The chair shall designate a time and place for a
23 public hearing and provide public notice at least five
24 days prior to a public hearing.

25 A bill, joint resolution, or nullification
26 resolution for which a public hearing has been called
27 can be voted to the calendar but cannot be debated
28 until after the public hearing has been held.

29 However, public hearings which have been requested
30 during or after the 9th week of the first session and

1 during or after the 7th week of the second session must
2 be held within four legislative days of the date of the
3 request.

4

Rule 62

5

Limitation on Filing of Claims

6 All claims shall be referred to the appropriations
7 committee. A claim referred to the appropriations
8 committee in a prior session of the general assembly
9 shall not be considered by the appropriations
10 committee or by the house unless it has been
11 specifically referred to this session by a vote of the
12 appropriations committee. The appropriations committee
13 is authorized to set a definite date each session after
14 which it will not receive claims or claim bills for
15 consideration.

16

DIVISION VI — COMMITTEE OF THE WHOLE

17

Rule 63

18

Organization of Committee of the Whole

19 In forming the committee of the whole house, the
20 speaker shall appoint a member to preside in committee
21 and then leave the chair.

22

Rule 64

23

Rules in Committee of the Whole

24 The rules of the house shall be observed in
25 committee of the whole house, so far as they are
26 applicable.

27

Rule 65

28

Bills in Committee of the Whole

29 Bills committed to the committee of the whole house
30 shall first be debated by section. After the report

1 of the committee of the whole, the bill shall again be
2 subject to debate and amendment before a vote is had on
3 its last reading and passage.

4 Rule 66

5 Amendments by Committee of the Whole

6 All amendments made to a report committed to a
7 committee of the whole house shall be noted and
8 reported as in the case of bills.

9 DIVISION VII — MOTIONS

10 Rule 67

11 Order and Precedence of Motions

12 The following order of motions, listed in order
13 of precedence, shall govern when a question is under
14 debate:

- 15 1. Adjourn.
- 16 2. Recess.
- 17 3. Questions of privilege.
- 18 4. Lay on the table.
- 19 5. Previous question.
- 20 6. Limit debate.
- 21 7. Postpone definitely or to a certain time.
- 22 8. Refer or rerefer.
- 23 9. Defer.
- 24 10. Amend an amendment.
- 25 11. Amend.
- 26 12. Postpone indefinitely.

27 A motion to postpone definitely or to a certain
28 time, to refer or commit, or to postpone indefinitely a
29 particular question shall not be considered more than
30 once on the same day.

1 Adoption of a motion to strike the enacting words is
2 equivalent to rejection of the question.

3 Rule 68

4 Order of Consideration of Amendments

5 Amendments shall be considered by earliest position
6 in the bill. Amendments to the same place in the bill
7 shall be considered by the lowest amendment number. An
8 amendment which inserts language after a line and an
9 amendment which inserts language before the succeeding
10 line shall be considered amendments to the same place
11 in the bill.

12 However, an amendment to strike the enacting clause
13 shall always be considered first. An amendment filed
14 by a committee shall have the next highest order of
15 priority, followed by an amendment to strike everything
16 after the enacting clause and insert new language. An
17 amendment to strike language or to strike and insert
18 new language, except an amendment to strike everything
19 after the enacting clause and insert new language,
20 shall not be considered before amendments to perfect
21 all or part of the same portion of the bill.

22 Rule 69

23 Motions Not Debatable

24 The following motions are not debatable:

- 25 1. Adjourn.
- 26 2. Adjourn to a certain time.
- 27 3. Suspend house rules.
- 28 4. Previous question.
- 29 5. Close debate at a certain time.
- 30 6. Recess.

- 1 7. Defer.
- 2 8. Refer or rerefer.
- 3 9. Lay on the table.
- 4 10. Take from the table.
- 5 11. Call of the house.
- 6 12. Withdraw a bill or resolution from committee.
- 7 13. Appeal a decision of the chair.
- 8 14. Immediately message a bill or resolution.

Rule 69A

Constitutional Majority

- 11 1. The following motions require a constitutional
12 majority for approval:
- 13 a. Final passage of a bill, joint resolution, or
14 nullification resolution.
- 15 b. Lay on the table.
- 16 c. Take from the table.
- 17 d. Suspend house rules.
- 18 e. Previous question.
- 19 f. Withdraw a bill or resolution from committee.
- 20 g. Reconsider a bill, joint resolution, or
21 nullification resolution.
- 22 h. Immediately message a bill or resolution.
- 23 2. A division must be taken on any motion which
24 requires a constitutional majority.

Rule 70

Motion to Adjourn

- 27 A motion to adjourn shall always be in order, except
28 when a member is speaking or the house is voting.

Rule 71

Withdrawal of Motions

1 After a motion is stated by the speaker or read by
2 the chief clerk, it shall be deemed to be in possession
3 of the house, but may be withdrawn by leave of the
4 house.

5

Rule 72

6

Unanimous Consent

7 Unanimous consent of the members may be asked for
8 suspension of any rule of the house. If there is no
9 objection to the request, the rule shall be considered
10 suspended.

11

Rule 73

12

Reconsideration

13 1. A motion to reconsider may be made only by a
14 member who voted on the prevailing side of the question
15 sought to be reconsidered.

16 2. A motion to reconsider may be made not later
17 than adjournment on the legislative day following
18 the legislative day of the action sought to be
19 reconsidered. Where the floor manager voted on
20 the prevailing side, the floor manager has the
21 prior right to make the motion, until adjournment
22 on the legislative day of the action sought to be
23 reconsidered. A motion to reconsider a nullification
24 resolution shall be acted upon not later than
25 adjournment on the legislative day following
26 the legislative day of the action sought to be
27 reconsidered.

28 3. A motion to reconsider made beginning the
29 fifteenth week of the first regular session, or the
30 thirteenth week of the second regular session, may be

1 taken up when made. A motion made at any other time
2 may be taken up prior to the third legislative day
3 succeeding the legislative day of the action sought
4 to be reconsidered only if called up by the mover,
5 and after the second legislative day succeeding the
6 legislative day of the action sought to be reconsidered
7 if called up by any member.

8 4. The making of a motion to reconsider takes
9 precedence over all other questions.

10 5. When passage, adoption, or failure of any
11 bill, joint resolution, or nullification resolution
12 is reconsidered, questions on amendments may also be
13 reconsidered and shall be disposed of immediately.

14 6. In the event that a motion to reconsider
15 is pending at the end of the first session or any
16 extraordinary session of any general assembly, or the
17 general assembly adjourns sine die, and the motion to
18 reconsider has not been voted upon by the house, the
19 motion shall be determined to have failed.

20 DIVISION VIII — VOTING

21 Rule 74

22 Manner of Voting

23 Members present may cast their votes, either
24 by operating the voting mechanism located at their
25 assigned desk or by signaling the speaker from the
26 floor of the house or from the south visitors' gallery
27 if they are unable to vote at their assigned desk.
28 Only a member may operate the voting mechanism at that
29 member's assigned desk. The speaker shall announce the
30 votes of members signaling their votes. Upon direction

1 of the speaker only those members at their desks and
2 voting shall be counted. Members who are not present
3 shall not cast their votes except:

4 1. Members who have not voted may record their
5 votes on any record roll call vote except quorum
6 calls within ten minutes after the outcome of the
7 vote has been announced. Members shall initial their
8 recorded votes on a copy of the record roll call at the
9 speaker's station. However, if the aggregate of votes
10 cast under this rule would change the outcome of the
11 vote on a question, then none of the votes cast on the
12 question under this rule shall be recorded. A member
13 may request announcement of the names of members so
14 recorded after the ten-minute period.

15 2. Members meeting in a conference committee
16 or in administrative rules review committee at the
17 time a vote is taken on a question may have their
18 vote recorded within thirty minutes or adjournment,
19 whichever is first, of that same legislative day,
20 provided the aggregate of votes cast does not change
21 the outcome of the vote on a question.

22 Rule 75

23 Voting in the House and Duty of Voting

24 Voting on a question put to the house shall not
25 occur between midnight and 8 a.m. on any legislative
26 day except for voting on a motion to adjourn. Except
27 as limited in Rule 76, every member who is in the house
28 when a question is put shall vote unless the house has
29 excused that member from voting for special reasons;
30 however, such member must have asked to be excused from

1 voting prior to the time the speaker puts the question.

2 Rule 76

3 Limitation on Right to Vote

4 No member shall vote on any question in which
5 the member or the member's immediate family member,
6 as defined in chapter 68B of the Code, has a direct
7 financial interest different from other similarly
8 situated persons or classes of persons of the general
9 public.

10 Rule 77

11 Call of the House

12 Upon written request of five members, the presiding
13 officer shall compel attendance of absent and unexcused
14 members for the consideration of specified bills,
15 resolutions, or amendments.

16 A call of the house shall specify the propositions
17 to which it is to apply and must be put into effect
18 before roll call is taken on the proposition. The
19 request may be filed with the chief clerk at any time
20 before final action upon the propositions, who shall
21 notify the house immediately.

22 Rule 78

23 Method of Calling the House

24 Upon a call of the house, the names of the members
25 shall be called by the chief clerk and the absentees
26 noted, after which the names of the absentees shall
27 again be called. The sergeant-at-arms shall be
28 directed by the speaker to compel the attendance of
29 absent members, unless they are previously excused.
30 Any member occupying the member's seat during a call

1 of the house shall be counted by the speaker and that
2 person's name entered in the journal as being present
3 for the purpose of making a quorum.

4 Rule 79

5 Method of Calling the Roll

6 The electrical voting machine shall be used for a
7 call of the house, a quorum call or a roll call vote
8 on any question. If the electrical voting machine is
9 not in operating order when it is necessary to take
10 a record roll call vote, the presiding officer shall
11 order the vote to be taken by calling the roll in
12 alphabetical order, except the name of the presiding
13 officer shall be called last.

14 During the casting of the vote with the voting
15 machine, the individual votes and the vote totals shall
16 be shown on the display boards. Before the voting
17 machine is closed, the presiding officer shall inquire
18 of the house, "Have you all voted?"

19 Rule 80

20 Quorum and Record Roll Call Votes

21 A majority of the members shall constitute a quorum.

22 A record roll call vote shall be ordered upon
23 request of any two members. The names of the members
24 requesting the record roll call shall be entered in the
25 journal.

26 Rule 81

27 Previous Question

28 When a member moves for the previous question, the
29 member shall state whether the motion will apply to the
30 main question, to all the amendments, or to particular

1 amendments. The motion requires an affirmative vote of
2 at least a constitutional majority of the members. If
3 the motion for a previous question is not adopted, the
4 house shall proceed in the same manner as before the
5 motion was made.

6 If the motion is adopted, all debate must end and
7 the house will vote upon the question except:

8 1. If the motion applies to the main question, the
9 member in charge of the measure will have ten minutes
10 to speak for the purpose of closing discussion before
11 the vote on the measure is taken.

12 2. If the motion applies to an amendment, the
13 member proposing the amendment will have five minutes
14 to speak for the purpose of closing discussion before
15 the vote on the amendment is taken.

16 3. If a member has filed a written request with
17 the chief clerk of the house indicating the member's
18 desire to speak on a particular question. The request
19 must be filed before the motion is made by the movant.
20 The request allows a member to speak on a particular
21 question before the closing discussion by the member
22 who is in charge of the measure or who is proposing the
23 amendment.

24 Rule 82

25 Division of the Question

26 Any member may call for a division of the question,
27 which shall be divided if it comprehends questions so
28 distinct that one being taken away, the remainder may
29 stand separately for discussion by the house. Upon
30 request to divide an amendment, the chief clerk shall

H.R. _____

1 restate the division and note the divided amendment in
2 the house journal. An amendment to strike out being
3 lost shall not preclude an amendment to strike out and
4 insert. An amendment to strike out and insert shall be
5 deemed indivisible.